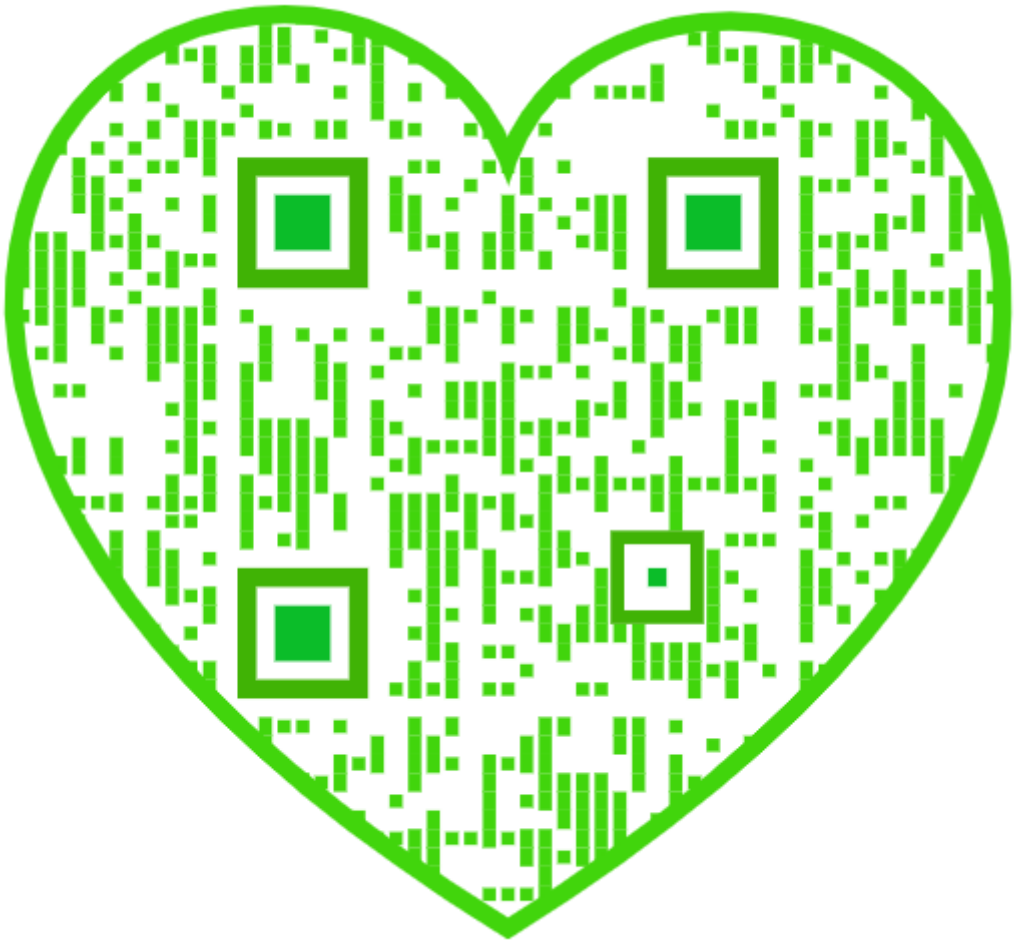
# PARLIAMENTARY LESSONS.



*After a careful reading of the copy, Hon. Thomas B. Reed submits the following letter of indorsement, for publication with this volume:*

October 21, 1899.

Messrs. RAND, MCNALLY & Co.,

Chicago, Illinois.

GENTLEMEN: In commencing the study of Parliamentary Law, the first thing to do is to familiarize one's self with the expressions used in motions and proceedings. The simplest things are the hardest to find, for every author supposes these things to be known. Mrs. Lee's book meets this difficulty in a very satisfactory way, and I commend it to your consideration.

Yours very truly,

T. B. REED.

# PARLIAMENTARY LESSONS

BASED ON

## "REED'S RULES,"

A HANDBOOK OF COMMON PARLIAMENTARY LAW.

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Mary URQUHART LEE.

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Gift of Pres. Wheeler

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# INTRODUCTION.

In arranging the following set of lessons for general use, the purpose has been to demonstrate the use of parliamentary points thoroughly established by practice—not to show the consecutive transactions of a meeting or meetings.

All debate is necessarily assumed.

Many requests have come for a system of demonstrations and forms. To keep these forms so simple and concise as to be grasped by the novice, and so logical as to violate no parliamentary principle, has been my endeavor.

My thanks and acknowledgments are due Hon. Thomas B. Reed for criticism and advice.

M. U. L.

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# PARLIAMENTARY LESSONS.

## LESSON I.

Parliamentary law embraces a system of rules under which the fair and orderly conduct of the business of deliberative bodies may be maintained. The established rules of procedure have been evolved by the experience and necessity of deliberative assemblies. Legislative bodies enact special rules which supplement common parliamentary law, as statutes supplement the common law. But these special rules of legislative bodies form no part of common parliamentary law.

Business may be introduced by motion or resolution and by communication.

A motion or resolution is the statement of a proposition for the consideration of the assembly. It is made by a member after he has secured the floor, seconded by another member, and stated by the chair. When stated by the chair, it is in possession of the assembly, and may not be withdrawn without consent of the assembly.

Motions are of two kinds — principal or main motions, and subsidiary motions.

Principal or main motions are of two classes — ordinary and privileged.

Subsidiary motions relate to, or are dependent upon, the main motions, and are employed to modify, delay, or defeat them.

Privileged main motions are independent of any business which may be pending.

Subsidiary motions, known as amendments, are employed for the purpose of changing the form of a motion before allowing it to go to vote, and must be voted on before the motion which it is their purpose to change.

There are three ways of amending motions — by addition, by elimination, and by substitution. (Note Reed's Rules, p. 93, Secs. 129 to 161.)

Two amendments, only, relating to one motion may be entertained at once — an amendment to the motion (or of the first degree), and an amendment to the amendment (or of the second degree).

Two ordinary main motions may not be entertained at the same time. A motion is not in possession of the house until stated by the chair.

A question of consideration (or objection to the consideration of the question) is raised by a member who wishes to suppress a motion without allowing it to be debated or voted upon, and may be applied to the main motion only.

In conducting a drill with an imaginary assembly, it must be assumed that the executive powers of the body are such as enable it to transact the business proposed, and that the resolutions entertained are not conflicting with or modifying the constitution or by-laws, or interfering with powers which have been delegated to a board of trustees. When the time for opening the meeting has arrived, the presiding officer takes the chair, calling attention with the gavel, and states: "The meeting will please

be in order." Assuming the minutes of the previous meeting to have been read, the chair states: "If there are no objections or corrections the minutes will stand approved." Hearing none, he will state: "The minutes are approved." If wishing to offer a correction, a member should get recognition and move that the secretary be instructed to make a correction, stating clearly what it is to be. This is seconded, and stated by the chair, and should be discussed as any motion if there is a difference of opinion, and finally must be settled by vote of the assembly.

Expunging minutes is a method not recognized by common parliamentary law. It has been infrequently done by legislative assemblies, but is not recognized as a reputable parliamentary method. To erase a portion of the records of the transactions of an assembly is as much a falsification of the records as to insert something which never occurred.

**Examples of Motions.**

MEMBER. Mr. President, Mr. Jones.

PRESIDENT. Mr. Jones.

MR. JONES. I move "to change our place of meeting."

MEMBER. Mr. President, I second the motion.

PRESIDENT. It is moved and seconded "to change our place of meeting." Are you ready for the question?

MEMBER. Mr. President, Mrs. Smith.

PRESIDENT. Mrs. Smith.

MRS. SMITH. I raise a question of consideration. (Or, I object to the consideration of this question.)

PRESIDENT. A question of consideration is raised. Shall the main question be considered? All who are in favor of considering the question of changing our place

of meeting will please say aye; all who are opposed will please say no. (Or, if the society has a rule requiring a two-thirds vote on this question, the affirmative side will stand until counted, then the negative. If two-thirds stand on the negative side, the motion is lost.) The noes seem to have it. The noes have it, and the motion to change our place of meeting will not be considered. What is your further pleasure? (Or, we will proceed with the next order of business.)

MEMBER. Mr. President, Mr. Hart.

PRESIDENT. Mr. Hart.

MR. HART. I move "to adopt a badge."

MEMBER. Mr. President, I second the motion.

PRESIDENT. It is moved and seconded "to adopt a badge." Are you ready for the question?

MEMBER. Mr. President, Mrs. Smith.

PRESIDENT. Mrs. Smith.

MRS. SMITH. I raise a question of consideration.

PRESIDENT. A question of consideration is raised. Shall the main question be considered? All who are in favor of considering the question of adopting a badge will please say aye; all who are opposed will please say no. The ayes seem to have it. The ayes have it, and the question is open to consideration "to adopt a badge." Are you ready for the question?

MEMBER. Mr. President, Mrs. Nash.

PRESIDENT. Mrs. Nash.

MRS. NASH. I move to amend the motion by adding the words "of red, white, and blue."

MEMBER. Mr. President, I second the motion.

PRESIDENT. It is moved and seconded to amend the motion by adding the words "of red, white, and blue." Are you ready for the question?

MEMBER. Mr. President, Mr. Johnson.

PRESIDENT. Mr. Johnson has the floor.

MR. JOHNSON. I move to amend the amendment by eliminating the word "red."

MEMBER. Mr. President, I second the motion.

PRESIDENT. It is moved and seconded to amend the amendment by eliminating the word "red." Are you ready for the question? All who are in favor will please say aye; opposed, no. The ayes seem to have it. The ayes have it, and the question recurs to the amended amendment, the proposition to add to the main motion the words "of white and blue." All who are in favor of the motion will please say aye; opposed, no. The ayes seem to have it. The ayes have it, and the question recurs to the main motion as amended, "to adopt a badge of white and blue." Are you ready for the question? All who are in favor will please say aye; all opposed, no. The ayes seem to have it. The ayes have it.

MEMBER. Mr. President, Mrs. Butler.

PRESIDENT. Mrs. Butler.

MRS. BUTLER. I move "to hold a bazaar, donating the proceeds to the Children's Hospital."

MEMBER. Mr. President, I second the motion.

PRESIDENT. It is moved and seconded "to hold a bazaar, donating the proceeds to the Children's Hospital."

MEMBER. Mr. President, Mr. Walker.

PRESIDENT. Mr. Walker.

MR. WALKER. I move, as a substitute motion, "to appropriate from the treasury one thousand dollars, to be divided equally between the Children's Hospital and the Old People's Home."

MEMBER. Mr. President, I second the motion.

PRESIDENT. It is moved and seconded, as a substitute motion, "to appropriate from the treasury one thousand dollars, to be divided equally between the Children's Hospital and the Old People's Home." Are you ready for the question? All who are in favor will please say aye; all opposed, no. The ayes seem to have it. The ayes have it, and the substitute is before you as a main motion. What will you do with it?

MEMBER. Mr. President, Mrs. Smith.

PRESIDENT. Mrs. Smith.

MRS. SMITH. Mr. President, I move to amend the motion by substituting the words "eight hundred" for the words "one thousand."

MEMBER. Mr. President, I second the motion.

PRESIDENT. It is moved and seconded to amend the motion by substituting the words "eight hundred" for the words "one thousand." Are you ready for the question? [After discussion.] All in favor will please say aye; all opposed, no. The ayes seem to have it. The ayes have it, and the question recurs to the main motion as amended, "to appropriate from the treasury eight hundred dollars, to be divided equally between the Children's Hospital and the Old People's Home." Are you ready for the question? All who are in favor will please say aye; all opposed, no. The ayes seem to have it. The ayes have it. What is your further pleasure?

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*Q.* What is a motion or resolution?

*A.* A proposition for the consideration of the assembly. It is made by a member who has secured the floor, seconded by another member, and stated by the chair. When stated by the chair, it is in possession of the assembly, and may be withdrawn only by consent of the assembly.

*Q.* How are motions divided?

*A.* Into principal or main motions, and subsidiary motions.

*Q.* How are main motions divided?

*A.* Into ordinary and privileged.

*Q.* What is an ordinary main motion?

*A.* A motion which introduces a matter of business.

*Q.* What is a privileged main motion?

*A.* A motion which may interrupt other business. A motion to adjourn is a privileged motion.

*Q.* Is it always privileged?

*A.* It may always be entertained, except when a member has the floor, in the midst of a roll-call vote, or during the verification of a vote.

*Q.* What is a subsidiary motion?

*A.* One which is dependent on another motion, and is used to delay, modify, or defeat it.

*Q.* How many subsidiary motions in this lesson?

*A.* Two—amendment and question of consideration.

*Q.* How many amendments to one motion may be entertained at once?

*A.* Two—an amendment to the motion (or of the first degree), and an amendment to the amendment (or of the second degree).

*Q.* When these are disposed of, may other amendments be applied to the same motion?

*A.* Yes, but always under the same regulations.

*Q.* How is a substitute motion treated?

*A.* The first vote is on substituting it for the main motion. If this is carried, it takes the place of the main motion, and is subject to the same treatment to which the motion would have been which it has replaced. Substituting one motion for another does not carry it. It simply places it before the assembly as a main motion, in place of the main motion which it has superseded.

*Q.* How does a substitute motion rank?

*A.* As an amendment of the first degree, and may not be entertained when an amendment is already pending.

*Q.* What motions in Lesson I are debatable?

*A.* Main motions and amendments.

*Q.* On what question in the above lesson do societies usually require, by a special rule, a two-thirds vote?

*A.* The question of consideration.

*Q.* What question in this lesson is undebatable?

*A.* A question of consideration, and it must be raised and acted upon before there is any consideration of the main question, and may be applied to the main motion only.

*Q.* Under common parliamentary law, what are the limitations of debate?

*A.* A member may speak but once to each debatable question, except by consent of the assembly. Having spoken to the main question, he may speak to each amendment and to every debatable motion as it is offered.

# LESSON II.

## Subsidiary Motions of Second Rank.

1. Indefinite postponement.
2. To commit.
3. To postpone to a definite or stated time (making a general or special order).
4. The previous question.

To indefinitely postpone a measure is equivalent to a negative vote on the main motion, as a measure which is indefinitely postponed may not come up again at the same session, except on motion to reconsider, and may never again come up, except as new business. It is fully debatable, and through it the merits of the main motion may be fully discussed.

To commit. Questions may be referred to special or standing committees (see Lesson IV).

A motion to postpone to a certain or definite time is equivalent to making a general order. To postpone to a certain hour of any day makes the matter a special order. When that hour arrives any pending business may be interrupted to take it up, but it may be postponed still further by vote of the assembly.

When a member wishes to close debate and prevent the offering of dependent motions he moves the "previous question."

This measure not only closes debate but prevents the offering of subsidiary motions and forces the main question to immediate vote.

**Examples.**

MEMBER. Madam President, Mrs. Smith.

PRESIDENT. Mrs. Smith.

MRS. SMITH. I move "to refurnish the lecture room."

MEMBER. Madam President, I second the motion.

PRESIDENT. It is moved and seconded "to refurnish the lecture room."

MEMBER. Madam President, Mr. Ross.

PRESIDENT. Mr. Ross.

MR. ROSS. I move "that this question be indefinitely postponed."

MEMBER. Madam President, I second the motion.

PRESIDENT. It is moved and seconded that the matter be indefinitely postponed. Are you ready for the question?

MEMBER. Madam President, Mrs. Smith.

PRESIDENT. Mrs. Smith.

MRS. SMITH. I move "to refer the matter to a committee of three, appointed by the chair."

PRESIDENT. The chair is obliged to rule the motion out of order, as a motion of equal rank is pending. The question is on the motion for indefinite postponement. (Note Reed's Rules, p. 145, Sec. 201.)

MEMBER. Madam President, Mr. Johnson.

PRESIDENT. Mr. Johnson.

MR. JOHNSON. I rise to a parliamentary inquiry.

PRESIDENT. State your question.

MR. JOHNSON. Is a motion now in order to make this matter a special order for our next meeting?

PRESIDENT. The motion is not in order, as it is of equal rank with the motion for indefinite postponement which is now pending.

MR. JOHNSON. Then I wish to give notice, Madam President, that if the motion for indefinite postponement is lost I shall offer a motion to make this matter a special order for our next meeting at three o'clock.

MEMBER. Madam President, Miss King.

PRESIDENT. Miss King.

MISS KING. I move "the previous question."

PRESIDENT. The chair is obliged to rule the motion out of order, as a motion of equal rank is pending. The question is on the motion for indefinite postponement. All in favor will please say aye; all opposed, no. The noes seem to have it. The noes have it, and the question recurs to the main motion, "to refurnish the lecture room."

MEMBER. Madam President, Miss King.

PRESIDENT. Miss King.

MISS KING. I move "the previous question."

MEMBER. Madam President, Mr. Johnson.

PRESIDENT. Mr. Johnson.

MR. JOHNSON. I move "that the matter be made a special order for our next meeting at three o'clock."

PRESIDENT. Does either motion receive a second?

MEMBER. Madam President, Miss Lewis.

PRESIDENT. Miss Lewis.

MISS LEWIS. I second the motion for "the previous question."

PRESIDENT. The previous question is moved. Shall the main question now be put? (In other words, Do you wish to close debate on the main question and force it to immediate vote?) All who are in favor will please say aye; all opposed, no. The ayes seem to have it. The ayes have it, and the question is on the motion "to refurnish the lecture room." (Or, if a two-thirds vote is

required the chair would say: "All in favor will please rise and remain standing until counted. That will do. All opposed will rise and remain standing until counted. That will do. The ayes have it.")

MEMBER. Madam President, Miss Jenkins.

PRESIDENT. Miss Jenkins.

MISS JENKINS. I move "to refer this matter to the House Committee."

PRESIDENT. The chair is obliged to rule the motion out of order, as we are operating under the order of the previous question. [A member rises and attempts to debate the question.]

PRESIDENT. We are operating under the order of the previous question and the chair is obliged to rule all debate out of order.

MEMBER. Madam President, Mr. Haskell.

PRESIDENT. Mr. Haskell.

MR. HASKELL. I move "to adjourn."

MEMBER. Madam President, I second the motion.

PRESIDENT. It is moved and seconded "to adjourn." All who are in favor will please say aye; all opposed, no. The noes seem to have it. The noes have it, and the question recurs to the motion "to refurnish the lecture room." All who are in favor will please say aye; opposed, no. The noes seem to have it. The noes have it.

MEMBER. Madam President, Miss Giles.

PRESIDENT. Miss Giles.

MISS GILES. I move "to adjourn."

MEMBER. Madam President, I second the motion.

PRESIDENT. It is moved and seconded "to adjourn." All who are in favor say aye; all opposed, no. The ayes seem to have it. The ayes have it. The meeting stands adjourned.

*Q.* How many subsidiary motions of the second rank?

*A.* Four—indefinite postponement; to commit; to postpone to a definite or stated time (making a general or special order); the previous question.

*Q.* Does any one of these motions outrank the other three?

*A.* When any one of the four motions is pending, none of the others may be entertained.

*Q.* What is the effect of indefinite postponement?

*A.* If carried, it kills the main motion.

*Q.* How may a matter be committed?

*A.* It may be referred to a special committee, a standing committee, or the assembly may go into the Committee of the Whole, under special rule, to consider a matter.

*Q.* What is a general order?

*A.* A matter postponed to or arranged for a certain meeting.

*Q.* What is a special order?

*A.* A matter postponed to or fixed for a certain hour of some day.

*Q.* What is the purpose of a motion for the previous question?

*A.* It is a measure to close debate, shut out dependent motions, and force the main question to a vote, and must be voted on previous to voting on the main question.

*Q.* May it be moved when amendments to the main motion are pending?

*A.* It may.

*Q.* If ordered, does it close debate on the entire matter—the motion and its amendments?

*A.* It does, and forces them all to a vote unless there is a special rule to the contrary.

*Q.* What motions may be entertained after the order of the previous question is made?

*A.* Motions arising from questions of privilege, and privileged motions; also a motion to divide a proposition, and a motion to fix the method of voting.

*Q.* What motions in this lesson are debatable?

*A.* Indefinite postponement, and to commit, and through

both of these motions the merits of the main motion may be discussed. The motion to postpone to a stated time is debatable, but the debate is confined to the expediency of postponing debate, and may not touch the main motion.

*Q.* What motion in this lesson is not debatable?

*A.* The motion for the previous question.

*Q.* Is the motion to table of higher rank than the motions in this lesson?

*A.* Yes, and it may be entertained when any of the above motions are pending. Except the motion for the "Previous Question".

# LESSON III.

## Delayed Business.

Questions which have been referred to a committee, or postponed to a stated time, come up again for consideration.

A tabled matter may also be brought before the assembly if a majority vote can be secured to bring it from the table. A motion to take from the table is in order at any time after tabling, providing business has intervened and no business is pending. A motion comes from the table with its amendments. If an amendment is tabled it carries the main motion with it.

Questions postponed to a stated time should be taken up at that time without motion. If a member objects to taking up a special order (in other words, an order appointed for a special hour) in the midst of other business, he will move to postpone it still further, and this matter the assembly decides by vote.

NOTE. For treatment of business which has been placed in the hands of a committee, see Lesson IV.

### Examples.

MEMBER. Mr. President, Mr. Johnson.

PRESIDENT. Mr. Johnson.

MR. JOHNSON. I move "to limit the membership of the club."

MEMBER. Mr. President, I second the motion.

PRESIDENT. It is moved and seconded "to limit the

membership of the club." Are you ready for the question?

MEMBER. Mr. President, Miss King.

PRESIDENT. Miss King.

MISS KING. I move "to amend the motion by adding the words 'to seventy-five.'"

MEMBER. Mr. President, I second the motion.

PRESIDENT. It is moved and seconded "to amend the motion by adding the words 'to seventy-five.'" Are you ready for the question?

MEMBER. Mr. President, Mr. Griffin.

PRESIDENT. Mr. Griffin.

MR. GRIFFIN. I move "to lay the matter on the table."

MEMBER. Mr. President, I second the motion.

PRESIDENT. It is moved and seconded that this matter be laid on the table. All in favor will say aye; all opposed, no. The ayes seem to have it. The ayes have it, and the matter goes to the table.

MEMBER. Mr. President, Mrs. Smith.

PRESIDENT. Mrs. Smith.

MRS. SMITH. I move "to order a city directory for the reading room."

MEMBER. Mr. President, I second the motion.

PRESIDENT. It is moved and seconded "to order a city directory for the reading room."

MEMBER. Mr. President, Miss Jones.

PRESIDENT. Miss Jones.

MISS JONES. I rise to a question of privilege.

PRESIDENT. State your question.

MISS JONES. I wish to call attention to the fact that the time has arrived at which we were to take up the question of uniting with the State Federation.

PRESIDENT. The chair had overlooked the matter;

the question was made a special order for this hour and is before you.

MEMBER. Mr. President, Miss King.

PRESIDENT. Miss King.

MISS KING. Mr. President, I move "that this matter be still further postponed till the question before us is disposed of."

MEMBER. Mr. President, I second the motion.

PRESIDENT. It is moved and seconded "that the special order be still further postponed until the question before us is disposed of." All in favor will say aye; all opposed, no. The noes seem to have it. The noes have it, and the special order is before you. The question is on the motion "to unite with the State Federation."

MEMBER. Mr. President, Miss King.

PRESIDENT. Miss King.

MISS KING. I move "to refer this matter to a committee of three, appointed by the chair."

MEMBER. Mr. President, I second the motion.

PRESIDENT. It is moved and seconded "to refer this matter to a committee of three, appointed by the chair." All in favor please say aye; all opposed say no. The ayes seem to have it. The ayes have it. The chair will name the committee later. The question recurs to the motion which was interrupted by the special order, "to order a city directory for the reading room." Are you ready for the question? All in favor will say aye; all opposed will say no. The ayes seem to have it. The ayes have it.

MEMBER. Mr. President, Mr. Johnson.

PRESIDENT. Mr. Johnson.

MR. JOHNSON. I move "to take from the table the matter concerning limiting the membership of the club."

MEMBER. Mr. President, I second the motion.

PRESIDENT. It is moved and seconded "to take from the table the matter concerning limiting the membership of the club." All in favor will say aye; all opposed, no. The ayes seem to have it. The ayes have it. The question comes from the table bringing its amendment with it, and the question recurs to the motion to amend the original motion by adding the words "to seventy-five." Are you ready for the question? All in favor of the motion will please say aye; all opposed, no. The ayes seem to have it. The ayes have it, and the question recurs to the amended motion, "to limit the membership of the club to seventy-five."

MEMBER. Mr. President, Mr. Griffin.

PRESIDENT. Mr. Griffin.

MR. GRIFFIN. I move "that the matter be indefinitely postponed."

MEMBER. Mr. President, I second the motion.

PRESIDENT. It is moved and seconded "to indefinitely postpone the matter." All in favor will please say aye. [The ayes respond and a member interrupts the vote, demands the floor, is recognized, and speaks to the question. Much discussion follows. The question is called and the chair again puts the affirmative side the same as if it had not been taken when the debate began.] The question is on the motion "to indefinitely postpone the matter concerning limiting the membership of the club." All in favor say aye; all opposed, no. The ayes seem to have it. The ayes have it. Is there any further business to come before the meeting?

---

*Q.* By what measures is business delayed and again brought before the assembly?

*A.* By referring to committees, or postponing to a stated time. Business may also be taken from the table by majority vote.

*Q.* May an assembly delay the report of a committee after the committee is ready to report?

*A.* Yes. It is always in the power of an assembly to shut out a committee's report.

*Q.* Must a question which has been made a special order be taken up when the time arrives?

*A.* If the attention of the assembly is called to it, the assembly must either deal with the question or still further postpone it by vote.

*Q.* When is a motion in order to take a matter from the table, and by whom?

*A.* At any time after business has intervened between tabling the matter and moving to take it from the table, if no business is pending; any member may make the motion.

*Q.* May an amendment be tabled?

*A.* This form is sometimes improperly used, but if the amendment is tabled it carries the main motion with it.

*Q.* If a motion is tabled with amendments, does it bring its amendments with it when taken from the table?

*A.* Yes, and they are voted on in the same order as if they had not been tabled.

*Q.* Is a motion to take from the table debatable?

*A.* No.

*Q.* May a vote be interrupted after the affirmative side is taken?

*A.* Yes. Members may obtain the floor and continue debate or offer motions of a higher rank. But when put to vote the affirmative side must again be taken, as though voting had not begun.

# LESSON IV.

## Work of Committees.

In appointing a special committee, if it is for investigation, members representing both sides of the question should be chosen. If for action, the matter should be placed in the hands of friends of the measure. If instructed to report at a certain time, the committee should be ready to report at that time. The assembly is always competent to order a report.

When a report is read or received it is in order to move "to approve" or "to accept the report." If a recommendation is embodied in the report, a member wishing to commit the society to the plan of action reported should move "to adopt" the resolution reported.

For selection of committees, see Reed's Rules, p. 56, Sec. 64. No presiding officer has the inherent right to belong to all committees, nor the inherent right to appoint all committees, or the chairman of all or any committees. When he has the right it is conferred on him by special rule.

All action of a committee must be taken at a regular meeting. The consent of all individually, without a meeting, will not render valid any action. It must be first conference and then consent.

For committee organization, quorum, duties of officers, method of procedure, place and time of sitting, see Reed's Rules, Secs. 59 to 63.

When a committee has finished its work and reports,

it is discharged thereby without motion. In the nature of things it ceases to exist. This means a special committee or one appointed for a special purpose. If it reports progress, or work partly accomplished, it does not cease to exist, nor is it necessary to continue it by motion.

A committee may be revived by a motion to re-commit.

The majority of a committee may decide on a report and present it as the committee's report. Members of the minority may prepare a report and present it with permission of the assembly. This should not be refused. But a motion to adopt it is not in order unless the committee's report has been killed. The views of the minority may be moved as an amendment to the committee's report. (Note Reed's Rules, Secs. 81, 82, 83.)

**Examples.**

The Chair inquires, "Are there any reports of special committees?"

MEMBER. Madam President, Mrs. Thompson.

PRESIDENT. Mrs. Thompson.

MRS. THOMPSON. Your committee, to which was referred the question, "to hold a bazaar," begs leave to submit the following report:

"*Resolved,* To hold a bazaar at the Exposition Building."

Respectfully submitted,

HELEN THOMPSON, *Chairman.*

By order of Committee.

MEMBER. Madam President, Mrs. Slocum.

PRESIDENT. Mrs. Slocum.

MRS. SLOCUM. I rise to present the views of the minority.

PRESIDENT. If there are no objections we will receive the report.

MRS. JOHNSON. Madam President, I object to the reading of this report.

PRESIDENT. Then the Chair may not order the reading. It may be done only by vote of the assembly.

MEMBER. Madam President, Miss Curtis.

PRESIDENT. Miss Curtis.

MISS CURTIS. I move to permit the member to present the views of the minority.

MEMBER. Madam President, I second the motion.

PRESIDENT. It is moved and seconded to allow the member to present the views of the minority. All in favor of the motion will please say aye; all opposed, no. The ayes seem to have it. The ayes have it. We will listen to the report.

MRS. SLOCUM. Madam President. The undersigned, a minority of your committee to which was referred the question, "to hold a bazaar," being unable to concur in the committee's report, begs leave to recommend the following:

"*Resolved,* To give a fancy dress ball at the Exposition Building."

Respectfully submitted,

MARTHA SLOCUM.
JANE WITHROW.

PRESIDENT. The question is on the resolution reported by the committee, which is as follows: "*Resolved,* To hold a bazaar at the Exposition Building."

MEMBER. Madam President, Mrs. Slocum.

PRESIDENT. Mrs. Slocum.

MRS. SLOCUM. I offer as an amendment to this resolution to substitute the words "fancy dress ball" for the word "bazaar."

MEMBER. Madam President, I second the motion.

PRESIDENT. It is moved and seconded to amend the committee's report by substituting the words "fancy dress ball" for the word "bazaar." All in favor will please say aye; all opposed, no. The ayes seem to have it. The ayes have it, and the question recurs to the amended resolution, "To hold a fancy dress ball at the Exposition Building."

MEMBER. Madam President, Miss Johnson.

PRESIDENT. Miss Johnson.

MISS JOHNSON. I move to make this matter a special order for our next meeting at three o'clock.

MEMBER. Madam President, I second the motion.

PRESIDENT. It is moved and seconded to make this matter a special order for our next meeting, at three o'clock. Are you ready for the question? All in favor will please say aye; opposed, no. The ayes seem to have it. The ayes have it. (Or, if the society requires a two-thirds vote to make a special order, a standing vote would be taken and the members counted.)

A two-thirds vote may be demanded only by special rule, as otherwise a majority rules in all cases. Most societies provide by a special rule for a two-thirds vote on the following:

First — Question of consideration, two-thirds negative vote. (The remainder of the list two-thirds affirmative vote.)

Second — Previous question.

Third — Extending, limiting, or closing debate.

Fourth — Making a special order.

Fifth — Taking up a question out of its regular order.

Sixth — Suspending rules.

For amending rules, see Reed's Rules, p. 50, Sec. 52.

*Q.* What is a special committee?

*A.* A committee appointed for a special purpose.

*Q.* How may it be appointed?

*A.* By the Chair, if the assembly orders it, or by the assembly, either by resolution, embracing the names to form the committee, or by nomination and vote.

*Q.* May the President name the Chairman of a committee?

*A.* She may name the one to call the committee together, but the committee may elect its own Chairman unless the assembly has done so or empowered the President to name the permanent Chairman.

*Q.* Whom should the committee represent?

*A.* If for investigation, both sides of the question. If for action, or to execute something which the assembly has decided upon, the friends only of the measure.

*Q.* What may be done if a committee declines or neglects to report?

*A.* The assembly may order a report or discharge the committee and appoint a new one.

*Q.* Who prepares the committee's report?

*A.* The entire committee, or a majority of it.

*Q.* Who presents it?

*A.* The Chairman or some member selected by those who prepare the report.

*Q.* May a minority report be presented by members who are unable to concur in the committee's report?

*A.* Yes, such a report may be presented by permission of the assembly.

*Q.* If one favors the minority report, what is the first step to take?

*A.* To move it as an amendment to the committee's report. If this is carried, the next step is to move the adoption of the committee's report as amended. If the motion to amend is lost, then a motion to adopt the committee's report is in order.

*Q.* When the assembly elects the committee, may each member nominate more than one?

*A.* It is consistent to nominate as many as one may vote for. If three are to be elected, a member may nominate three or two or one.

# LESSON V.

## Committee of the Whole.

Going into Committee of the Whole, strictly speaking, is a legislative measure, and does not properly belong to the ordinary deliberative assembly except under special rule, but its use in deliberative assemblies is becoming somewhat general. Except that it is made up of the entire assembly, rendering a minority report useless and out of order, the powers of a Committee of the Whole rank equally with those of a committee of three or five. One may speak as many times as he obtains recognition unless a limit is placed on length and number of speeches by the assembly before going into the Committee of the Whole. The Committee of the Whole may recommend any measure which the assembly is competent to execute. It may recommend amendments or any subsidiary motions, and may actually amend any recommendation arising in the committee. When wishing to report and resume business as an assembly, a member moves to rise and report, or rise and recommend certain things. This report is made by the chairman of the Committee of the Whole, the presiding officer having resumed the chair. A motion to rise in committee is equivalent to a motion to adjourn an assembly. Proceedings of the committee are kept by the secretary for the benefit of the committee, but nothing but the report should find a place in the minutes. It is usual for the presiding officer to select

the chairman of Committee of the Whole. But the assembly, not the committee, has the right always to control the occupancy of the chair. (See Reed's Rules, Secs. 86 to 99.)

Nothing is gained by going into Committee of the Whole, and usually much time is lost, unless it is desired to secure free and unlimited debate on some question which is in danger of being suppressed in the assembly without having been fairly presented.

When wishing to go into Committee of the Whole, a member rises and makes a motion to that effect. If carried, the presiding officer leaves the chair, assigns it to a member chosen by himself, or by the assembly, as chairman of the Committee of the Whole.

**Examples.**

MEMBER. Mr. President, Mrs. Clark.

PRESIDENT. Mrs. Clark.

MRS. CLARK. I move "to take a position on the universal suffrage question."

MEMBER. Mr. President, I second the motion.

PRESIDENT. It is moved and seconded "to take a position on the universal suffrage question." Are you ready for the question?

MEMBER. Mr. President, Mr. Leonard.

PRESIDENT. Mr. Leonard.

MR. LEONARD. I move "to lay this question on the table."

MEMBER. Mr. President, I second the motion.

PRESIDENT. It is moved and seconded "to lay the matter on the table." Are you ready for the question? All in favor will please say aye; opposed, no. The noes seem to have it. The noes have it, and the question

recurs to the original motion, "to take a position on the universal suffrage question." Are you ready for the question?

MEMBER. Mr. President, Mrs. Clark.

PRESIDENT. Mrs. Clark.

MRS. CLARK. I move "to go into Committee of the Whole to discuss this question."

MEMBER. Mr. President, I second the motion.

PRESIDENT. It is moved and seconded "to go into Committee of the Whole to consider this question." Are you ready for the question? All in favor will please say aye; opposed, no. The ayes seem to have it. The ayes have it.

Mrs. Lane, will you act as chairman of the Committee of the Whole?

Mrs. Lane takes the chair.

MRS. LANE. The meeting will please be in order. The question before you is, "to take a position on the universal suffrage question." The matter is open to discussion. [A number of members obtain the floor in turn for discussion, always addressing the chair as Madam Chairman, not Madam President. Mrs. Walcott arises and addresses the chair.]

MRS. WALCOTT. Madam Chairman, Mrs. Walcott.

CHAIRMAN. Mrs. Walcott.

MRS. WALCOTT. I move "that the matter be laid on the table."

MEMBER. Madam Chairman, I second the motion.

CHAIRMAN. The chair is obliged to rule the motion out of order, as no restrictive motions may be employed in Committee of the Whole.

MEMBER. Madam Chairman, Mr. Steele.

CHAIRMAN. Mr. Steele.

MR. STEELE. I move "to rise and recommend to the assembly that the matter be laid on the table."

MEMBER. Madam Chairman, I second the motion.

CHAIRMAN. It is moved and seconded "that the committee rise and recommend to the assembly that the pending question be laid on the table." All who are in favor will say aye; all opposed, no. The noes seem to have it. The noes have it. What is your further pleasure?

MEMBER. Madam Chairman, Mrs. Newton.

CHAIRMAN. Mrs. Newton.

MRS. NEWTON. I move "that the committee rise and recommend to the assembly that the pending motion be amended by substituting the word 'against' for the word 'on' before the words 'the question of universal suffrage.'"

MEMBER. Madam Chairman, I second the motion.

CHAIRMAN. It is moved and seconded "that the committee rise and recommend to the assembly that the pending motion be amended by substituting the word 'against' for the word 'on' before the words 'the question of universal suffrage.'" All who are in favor of the motion will please say aye; all opposed, no. The noes seem to have it. The noes have it. The matter is still before you.

MEMBER. Madam Chairman, Mrs. Eddy.

CHAIRMAN. Mrs. Eddy.

MRS. EDDY. I move "that the committee rise and recommend to the assembly that the further consideration of this question be postponed until our next meeting."

MEMBER. Madam Chairman, I second the motion.

CHAIRMAN. It is moved and seconded "to rise and

recommend to the assembly that the further consideration of this question be postponed until our next meeting." All in favor will say aye; opposed, no. The ayes seem to have it. The ayes have it.

The President resumes the chair. The Chairman of Committee of the Whole takes the floor and reports.

CHAIRMAN. Mr. President, Mrs. Lane.

PRESIDENT. Mrs. Lane.

MRS. LANE. The Committee of the Whole, after giving some time to the consideration of the question, decided to recommend to the assembly "that further consideration be postponed until our next meeting."

MEMBER. Mr. President, Mr. Ogden.

PRESIDENT. Mr. Ogden.

MR. OGDEN. I move "the adoption of this report."

MEMBER. Mr. President, I second the motion.

PRESIDENT. It is moved and seconded to adopt this report. All in favor will please say aye; all opposed, no. The ayes seem to have it. The ayes have it. The question goes over until our next meeting.

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*Q.* What is the object of going into Committee of the Whole?

*A.* To secure free and unlimited debate to the entire assembly.

*Q.* Is action taken by the Committee of the Whole binding upon the assembly?

*A.* No more so than the action of any committee. But it is consistent to suppose that what the committee recommends, the assembly, as it is made up of the same individuals, will adopt.

*Q.* Who appoints the Chairman?

*A.* The President, unless special rule orders otherwise. But

the assembly may control the occupancy of the chair under special rule.

*Q.* When wishing to terminate the committee, what is the proper form of motion?

*A.* To rise, which is equivalent to adjourn in an assembly.

*Q.* Who makes the report?

*A.* The Chairman, the President having resumed the chair.

*Q.* Should the deliberations of the committee be embodied in the minutes of the society?

*A.* No, nothing but the report as given by the Chairman.

# LESSON VI.

## Reconsideration.

Generally speaking, action once taken is final. To this there was formerly no exception, and is not now in the British Parliament. In this country a reconsideration of the vote on a question may be had. In other words, the vote which decided the question may, by vote to reconsider, be annulled. The question is then before the assembly as though never having been voted on, and any measure may be applied to it which might have been applied when it was first brought before the assembly, except "a question of consideration" (or objection to the consideration of the question). A motion to reconsider must be made at the meeting during which the vote sought to be reconsidered was taken, and before any action in consequence of it has been taken by the assembly. It may be entered on the minutes while a member has the floor and can be acted on another day. It can not be withdrawn except on the day it is made without consent of the assembly. If withdrawn on the day on which it was made, anyone may renew it. (Note Reed's Rules, Sec. 205.)

A motion to reconsider does not hold over from the close of one session to another—for example, from one club meeting to another—with an interval of a week or a fortnight, but does hold over from one day to another of the same session. A question may be reconsidered but once, unless a substantial change was made by way of

amendment while it was being reconsidered. A vote on reconsideration may not be reconsidered. Whenever the main question has been decided in the affirmative, the motion to reconsider an amendment previously adopted will not be in order. The vote by which the main question as amended was passed must first be reconsidered (or annulled), and if this prevails, then the motion to reconsider the amendment is in order. If this prevails, it would then be in order to reconsider the vote on the motion to amend the amendment. The motion to reconsider may be made only by one who voted with the prevailing side. The motion to reconsider is debatable, and through it the motion sought to be reconsidered. (Note Reed's Rules, pages 147 to 155.)

**Examples.**

MEMBER. Madam President, Mrs. Jones.

PRESIDENT. Mrs. Jones.

MRS. JONES. I move "to entertain the State Federation of Clubs."

MEMBER. Madam President, I second the motion.

PRESIDENT. It is moved and seconded "to entertain the State Federation of Clubs." Are you ready for the question? [After discussion.] All in favor will say aye; opposed, no. The ayes seem to have it. The ayes have it. [Some dissatisfaction arises after the question is settled, and a reconsideration is moved. This may be after other business has intervened or not. It is not necessary that business intervene before a reconsideration is moved. If it were necessary, an amendment could not be reconsidered before the whole question was closed. It is in order to move a reconsideration of the vote on an amendment before the main question comes to vote.]

MEMBER. Madam President, Mr. Scott.

PRESIDENT. Mr. Scott.

MR. SCOTT. I move "a reconsideration of the vote on the question to entertain the State Federation of Clubs."

PRESIDENT. Did the member vote with the prevailing side?

MR. SCOTT. I did, Madam President.

PRESIDENT. Does the motion receive a second?

MEMBER. Madam President, I second the motion.

PRESIDENT. It is moved and seconded to reconsider the vote on the question "to entertain the State Federation of Clubs." Are you ready for the question? All in favor of the question will say aye; opposed, no. The ayes seem to have it. The ayes have it, and the question recurs to the motion "to entertain the State Federation of Clubs." Are you ready for the question?

MEMBER. Madam President, Mrs. Kelly.

PRESIDENT. Mrs. Kelly.

MRS. KELLY. I move "to postpone the consideration of this question to our next meeting."

MEMBER. Madam President, I second the motion.

PRESIDENT. It is moved and seconded "to postpone the consideration of this matter to our next meeting." All in favor will say aye; all opposed, no. The ayes seem to have it. The ayes have it. The subject goes over to our next meeting.

MEMBER. Madam President, Miss Kelly.

PRESIDENT. Miss Kelly.

MISS KELLY. I move "to build a club house."

MEMBER. I second the motion.

PRESIDENT. It is moved and seconded "to build a club house."

MEMBER. Madam President, Mrs. Jones.

PRESIDENT. Mrs. Jones.

MRS. JONES. I move "to amend the motion by adding the words 'of gray stone.'"

MEMBER. Madam President, I second the motion.

PRESIDENT. It is moved and seconded "to amend the motion by adding the words 'of gray stone.'"

MEMBER. Madam President, Mrs. Smith.

PRESIDENT. Mrs. Smith.

MRS. SMITH. I move "to amend the amendment by adding the words 'with marble trimmings.'"

MEMBER. Madam President, I second the motion.

PRESIDENT. It is moved and seconded "to amend the amendment by adding the words 'with marble trimmings.'" Are you ready for the question? All in favor will say aye; all opposed, no. The ayes seem to have it. The ayes have it, and the question recurs to the amended amendment, the proposition to add to the main motion the words "of gray stone, with marble trimmings." All in favor will say aye; all opposed, no. The ayes seem to have it. The ayes have it, and the question recurs to the main motion as amended, "to build a club house of gray stone, with marble trimmings." All in favor will say aye; all opposed, no. The ayes seem to have it. The ayes have it. [Discussion is assumed on all the above points. After the matter is settled, dissatisfaction arises regarding the trimmings, the point covered by the amendment to the amendment. But as this was the first vote taken to reach it by reconsideration, the two votes which followed must first be reconsidered or annulled in their order, beginning with the last first.]

MEMBER. Madam President, Mr. Walker.

PRESIDENT. Mr. Walker.

MR. WALKER. I move "to reconsider the vote on the amended motion 'to build a club house of gray stone, with marble trimmings.'"

MEMBER. Madam President, I second the motion.

PRESIDENT. It is moved and seconded "to reconsider the vote on the amended motion 'to build a club house of gray stone, with marble trimmings.'" All in favor will say aye; all opposed, no. The ayes seem to have it. The ayes have it, and the question recurs to the amended motion "to build a club house of gray stone, with marble trimmings."

MEMBER. Madam President, Mr. Walker.

PRESIDENT. Mr. Walker.

MR. WALKER. I move "to reconsider the vote on the amended amendment, the added words 'of gray stone, with marble trimmings.'"

MEMBER. Madam President, I second the motion.

PRESIDENT. It is moved and seconded "to reconsider the vote on the amended amendment, the added words 'of gray stone, with marble trimmings.'" All in favor will say aye; all opposed, no. The ayes seem to have it. The ayes have it, and the question recurs to the amended amendment, the proposition to add the words "of gray stone, with marble trimmings."

MEMBER. Madam President, Miss Knight.

PRESIDENT. Miss Knight.

MISS KNIGHT. I move "to reconsider the vote on the motion to amend the amendment by adding the words 'with marble trimmings.'"

MEMBER. Madam President, I second the motion.

PRESIDENT. It is moved and seconded "to reconsider the vote on the motion to amend the amendment by

adding the words 'with marble trimmings.'" All in favor will say aye; all opposed, no. The ayes seem to have it. The ayes have it, and the main motion with its two amendments are before you as though never having been voted on. The question is on the motion "to amend the amendment by adding the words 'with marble trimmings.'" All in favor will say aye; all opposed, no. The noes seem to have it. The noes have it, and the question recurs to the motion to amend the original motion by adding the words "of gray stone."

MEMBER. Madam President, Mrs. Walcott.

PRESIDENT. Mrs. Walcott.

MRS. WALCOTT. I move "to amend the amendment by adding the words 'with granite trimmings.'"

MEMBER. Madam President, I second the motion.

PRESIDENT. It is moved and seconded to amend the amendment by adding the words 'with granite trimmings.'" All in favor will say aye; all opposed, no. The ayes seem to have it. The ayes have it, and the question recurs to the amended amendment, the proposition to add to the main motion the words "of gray stone, with granite trimmings." All in favor will say aye; all opposed, no. The ayes seem to have it. The ayes have it, and the question recurs to the main motion as amended, "to build a club house of gray stone, with granite trimmings." All in favor will say aye; all opposed, no. The ayes seem to have it. The ayes have it. (Note Reed's Rules, p. 150, Sec. 204.)

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*Q.* What is the effect of a motion to reconsider a vote?

*A.* If carried, it annuls the vote, leaving the question before the assembly as if it had never been voted on.

*Q.* What measures may be then applied to the main motion?

*A.* Everything which might have been entertained when it was first stated, except a question of consideration (or objection to the consideration of the question). After a motion to reconsider a vote is carried, it takes at least one more vote to dispose of the question.

*Q.* If dissatisfied with an amendment to the amendment, after the whole question is closed, how many reconsiderations must be moved to reach it?

*A.* Three. The three votes which were taken to carry the three propositions must each be annulled separately, beginning with the last one taken — the vote on the amended main motion. After voting three times to carry the motion and its amendments, and taking three votes to annul these votes, the three propositions (the motion and two amendments) are before the assembly as if no vote had been taken.

*Q.* Who may move a reconsideration?

*A.* One who voted with the prevailing side, whether the motion was carried or lost.

*Q.* Is it necessary for business to have intervened between the vote and its reconsideration?

*A.* No. One may stop at any time and move a reconsideration on an amendment before the main motion goes to vote, and on the main question after a vote.

*Q.* When may the reconsideration of a vote be moved?

*A.* On the day on which the vote on the question sought to be reconsidered was taken. It may also be entered on the minutes at this time and not taken up until the following day, but not at the following session.

*Q.* Is a motion to reconsider debatable?

*A.* Yes. And while it is pending the motion sought to be reconsidered may be debated if it was a debatable motion.

# LESSON VII.

## Incidental and Privileged Motions.

### INCIDENTAL SUBSIDIARY MOTIONS.

Incidental subsidiary motions are those which arise from other questions. They are:

First — To suspend a rule. Under general parliamentary law there may be no suspension of rules, unless the rules themselves provide for the suspension, except by unanimous consent. (Note Reed's Rules, Secs. 53 and 192.)

Second — To withdraw a motion. After a motion is stated by the Chair and in possession of the assembly, the mover may ask permission to withdraw it. But if there are objections, it may be withdrawn only by vote of the assembly on motion to withdraw it.

Third — To divide a resolution or motion. This is also classed as an amendment of the first degree. If there is objection to the division of a motion, it may be done only by vote of the assembly. When a motion is divided, it must be in such a manner that each proposition is a substantive proposition, and entirely independent of the others. This motion is in order even after the order of the previous question has been made. (See Reed's Rules, Secs. 151 to 153, also Sec. 193.)

Fourth — The reading of papers. If a member wishes to introduce a matter of business by communication, she may read it only by consent of the assembly. When once introduced, it would be the matter under consideration. So, also, if a member wishes to read a letter or

other paper, incidental to a question already under consideration, she should ask permission of the assembly to do so.

Fifth — Questions of order.

(*a*) Raising the question.

(*b*) Raising the appeal.

Raising a point of order requires no second. A member rises and, without waiting for recognition, says: "Madam President, I rise to a point of order."

The Chairman says: "State your point."

The point is then stated by the member, and the Chairman says: "The Chair considers the point well taken" (or "not well taken").

Then the member who raised the point, or another member, if dissatisfied with the decision, may appeal. He says: "I appeal from the decision of the Chair." This is seconded, and the Chairman says: "The decision of the Chair is appealed from. Shall the decision of the Chair stand as the judgment of the assembly?"

It is well to use the word *decision*, as, otherwise, there is a tone of appeal for personal support in the statement. It is the decision of the Chair, and not the Chair which is in question.

The point of order is debatable or not, according to the pleasure of the Chair.

When an appeal is made, the Chair should state the appeal and give the grounds of her decision. The appeal is then open for discussion, unless conditions make it undebatable.

An appeal may be tabled. This has the effect of sustaining the decision of the Chair.

Sixth — Motions as to method of consideration. (Note Reed's Rules, Sec. 194.)

PRIVILEGED MAIN MOTIONS.

First — To take a recess. (Only privileged when the session consists of more than one meeting and a recess is arranged for, otherwise it ranks as any ordinary main motion.)

Second — To adjourn.

Third — To fix the time or place to which to adjourn (when necessary).

These motions may all pend at once, if in the above order, the motion to adjourn being highest in rank, unless necessary to fix another meeting. It may always be entertained, unless a member has the floor, during the verification of a vote, in the midst of a roll-call vote, or while an assembly is dividing. It may not be repeated until business has intervened.

Questions of privilege may arise at any time, and may be ruled on according to their nature. If imperative that they be acted on at once, other business may be interrupted for the purpose. If not, they have no privilege and should be ruled out of order.

Much confusion arises on this point from members rising to questions of privilege and attempting to introduce matters which have no privilege whatever.

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*Q.* What are incidental motions?

*A.* Those which arise from other questions.

*Q.* Should a member read a paper or communication, incidental to a question or otherwise, without permission of the assembly?

*A.* No.

*Q.* May rules be suspended without a by-law permitting it?

*A.* No, except by unanimous vote.

*Q.* After a motion is stated by the Chair, may the mover withdraw it?

*A.* Only with consent of the assembly.

*Q.* What kind of a motion may be divided?

*A.* One which consists of more than one independent proposition, and the mover must state where it is to be divided.

*Q.* Is a point of order debatable?

*A.* If the Chair wishes debate or explanations before making a ruling, it is within the power of the Chair to open it to debate. It is not debatable otherwise.

*Q.* Is the appeal debatable?

*A.* Usually.

*Q.* May an appeal be tabled?

*A.* Yes. This has the effect of sustaining the decision of the Chair.

*Q.* What is a privileged motion?

*A.* One which is privileged to interrupt other business.

*Q.* Is a motion to adjourn always privileged?

*A.* It is always in order, except when a member has the floor, in the midst of a roll-call vote, during the verification of a vote, or while an assembly is dividing.

*Q.* May it be renewed till other business has intervened?

*A.* No.

*Q.* What is a question of privilege?

*A.* One on which it is imperative to act at once.

# LESSON VIII.

## Complemental Motions or Filling Blanks — Methods of Voting.

### FILLING BLANKS, OR COMPLEMENTAL MOTIONS.

They are employed for the purpose of completing skeleton resolutions or motions.

If a resolution is offered with blank for date, amount, or names, the assembly may suggest dates, amounts, or names in the same manner in which nominations are made. They require no second; each member of the assembly has the right to make a suggestion, nomination, or complemental motion, as one chooses to term it. Where the blanks are to be filled with names, if more are placed in nomination than the number required, the vote should be by ballot, that all may stand an equal chance. It is manifestly unfair to vote first on the first named. If a member who does not wish to serve is nominated for a committee or other position, she should not attempt to withdraw the name, but ask the member who presented it to withdraw it.

Where the blanks are to be filled with amounts, the voting should be on largest amount first. (Note Reed's Rules, p. 111, Sec. 154.)

Nominations may be closed on motion or by tacit consent. This should not be done until every member has had an opportunity of nominating. In electing members of a committee or a delegation, no one is elected except

those receiving a majority of the vote cast, unless a provision is made by special rule or resolution for their election by plurality vote.

### METHODS OF VOTING.

"By silent consent" is a method of voting which is largely employed in matters of routine. The Chair states: "If there are no objections" a certain thing will be done. Hearing no objections, she announces the result as if a vote had been taken, the members being considered to have voted or assented to the proposition.

The usual method of voting is by voice. Where there is a question of the vote by voice, and it is desired to vote so that the members may be counted by a more speedy method than roll call, a division is taken. This may be done in any one of three ways: First, rising and standing to be counted; second, separating to opposite sides of the room; third, passing between tellers. With the latter method the tellers are named by the Chair, and take their position in front of the table or desk of the presiding officer. All who are in favor of the motion are directed to pass between the tellers from the speaker's desk toward the assembly, and are counted. Then those who are opposed pass between the tellers in the same manner and are counted, and the result is announced by the Chair.

The roll-call or yea-and-nay vote is the calling of the members' names by the secretary, each member responding yes or no, or declining to vote, as his name is called. (The roll-call vote should not be confounded with the roll call for quorum, or the roll call of a Credential Committee's report to perfect an organization.) The ballot vote is the means of casting a *secret* vote. Secrecy is an essential feature of voting by

ballot, and may not be dispensed with. Where the charter of a corporation, or the constitution or by-laws of an ordinary society, provides for a ballot vote, *the vote should be by ballot;* it should be a secret vote cast by each member, otherwise the principle of secrecy, and, therefore, the fundamental law of the organization, is violated. It is, therefore, wholly out of order, under the above conditions, for a secretary to cast the ballot of a society on motion authorizing him to do so. And such a motion should be promptly ruled out of order by the Chair, on the grounds that the society having a by-law providing for a ballot vote, meaning a secret vote cast by each member, the vote must be by ballot. The secretary may never cast a ballot, except by unanimous consent, and it may only be ascertained that it is not unanimous by forcing some member to object, thus destroying his right of secrecy. Even though there is but one candidate for an office, the Chair should rule a motion "to instruct the secretary to cast a ballot," or "to make it unanimous," out of order, taking the responsibility himself, and not forcing a member to show his hand. If he does not, a member may rise to a point of order, and object on the grounds that, having a by-law providing for a ballot vote, the vote must be by ballot. Members are not compelled to vote for those in nomination; ballots may be cast for those whose names are not mentioned. The tellers have no right to throw out ballots, and should read a complete list of the entire ballot, whether for those in nomination or not. Blank ballots are not to be considered in any way.

When a ballot shows that a vote is not unanimous, there is no honest method of making it appear so by moving "to make the vote unanimous."

Moving to elect by acclamation is moving to fix a method of voting, and that method a shout. Such a proceeding is not known to parliamentary law.

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*Q.* What is a complemental motion?

*A.* One which is employed to fill a blank. A nomination is a complemental motion.

*Q.* Does it require a second?

*A.* No, it is merely a suggestion.

*Q.* If the blanks are to be filled with names, and there are more nominations than the number required, how should the vote be taken?

*A.* By ballot, so that all may be voted for simultaneously.

*Q.* If a member who does not wish to serve is nominated, what is the proper method of procedure?

*A.* She should ask the one presenting her name to withdraw it.

*Q.* When the blanks are to be filled with amounts, where should the voting begin?

*A.* At the largest number.

*Q.* How may nominations be closed?

*A.* On motion, or by silent consent.

*Q.* What constitutes an election of officers, of delegates, or committee members?

*A.* A majority of the votes cast, unless a provision has been made by by-law or resolution for a plurality vote, or the election of the member or members receiving the highest number of votes.

*Q.* What is meant by a division?

*A.* A method of voting that admits of the members being counted.

*Q.* How many methods of taking a division?

*A.* Three—rising and standing until counted; separating to opposite sides of the room; passing between tellers.

*Q.* What is the yea-and-nay or roll-call vote?

*A.* A vote where the names of the members are called by the secretary, each member responding "yes" or "no," or declining to vote.

*Q.* What is a ballot vote ?

*A.* The means of casting a secret vote, each member writing the name of her choice on a slip of paper.

*Q.* Is it proper, when there is but one candidate, to entertain a motion "to instruct the secretary to cast the ballot," or any motion the operation of which would abridge this right of secrecy ?

*A.* No. A member should not be compelled to make a public remonstrance. If a by-law has been enacted providing for a ballot vote, take time to transact the business properly and do not violate a by-law.

*Q.* Are members compelled to vote for those in nomination ?

*A.* No. One whose name has not been mentioned may be balloted for and, if he secured a majority, would be elected.

*Q.* Should the tellers throw out scattering ballots for those who have not been nominated ?

*A.* No ballots should ever be thrown out by the tellers. All should be read in the announcement of the vote.

*Q.* After a ballot has been counted, and it is shown that the result is not unanimous, is there any way of making it so ?

*A.* No. One member may not transfer her votes, which were cast by other members, to another candidate.

# LESSON IX.

## Quorum—The Casting Vote—Debate and Decorum.

### QUORUM.

The number necessary for transacting business is called a quorum. This does not mean any percentage of the number present, but the number which must *be present* before business of any nature may be transacted, except adjournment from day to day. By special rule any number may be fixed as a quorum. This should not be so large but that a quorum may readily be secured.

In a voluntary association, if no quorum is fixed, any number coming together may transact business.

Where the body is a representative one, performing the functions of government for a constituency, or a financial one, managing the business of a corporation which selected it, the quorum is a majority, and can neither be increased nor diminished by the vote of the body. City councils and boards of directors are of this class. But the organization from which the board of directors is elected may fix the quorum for the board.

In some cases the entire board constitutes the quorum. A present quorum is all that is necessary, whether voting or not. (Note Reed's Rules, Secs. 9 to 21.)

Less than a quorum may adjourn from day to day until a quorum is secured.

### THE CASTING VOTE.

A presiding officer, who is a member of a body, may vote as any other member. In case of a tie, he would not give the casting vote if he had already voted. In case of one majority in the affirmative, he may vote negatively, making the result a tie and killing the motion. A motion is always lost on a tie vote, as it takes a majority to carry.

A presiding officer, who is not a member of the body, may not vote even in case of a tie, unless permitted by law. The Vice-President of the United States is permitted by law to give the casting vote in the United States Senate, and this is usually true of the Lieutenant-Governor in a State Senate.

No presiding officer has a vote in any committee unless he is a member of the committee, nor in any board of directors unless he is a member of the board.

### DEBATE AND DECORUM.

All questions are debatable as a general rule, because the purpose of deliberative assemblies is to reach the mature judgment by means of free interchange of thought. Therefore undebatable questions are exceptions necessary, because some questions require immediate action that business may be dispatched. They are:

1. To take a recess. (Limited debate.)
2. To fix the time or place to which to adjourn. (Limited debate.)
3. To adjourn.
4. Call for the order of the day.
5. Suspension of rules.
6. Leave to withdraw a motion.
7. For reading of papers.

8. A question of consideration. (Objection to consideration of the question.)

9. Appeal when (*a*) the previous question is pending or the main question ordered; (*b*) if any undebatable question is pending; (*c*) if the appeal relates to indecorum. Under any of the above conditions the appeal is undebatable.

10. The previous question.

11. To lay on or take from the table.

12. Reconsideration of an undebatable question.

13. Extending, limiting, or closing debate.

14. Motion for leave to continue speech to one guilty of indecorum.

15. Leave to speak out of order.

The motion to postpone to a stated time permits of debate on the proposition of postponement only.

The motions to commit, to postpone indefinitely, and to reconsider a debatable question allow full discussion of the merits of the main motion.

A motion to repeal, annul, or rescind a former action ranks as any main motion and is fully debatable.

A member of an assembly, or a visitor, may be permitted to speak when no motion is pending. But unless this is by permission of the assembly, is liable to a call to order at any time.

There must be a motion seconded and stated by the chair before there can be debate, as

(*a*) Otherwise there is no question to be discussed.

(*b*) The motion, when made, may not be in order.

(*c*) If in order, it may not be debatable.

(*d*) If in order and debatable, the assembly may not choose to have it discussed, but prefer to table, postpone, or order it to immediate vote.

No member may speak more than once on the same motion without consent of the assembly, but a member who has spoken to the main question has a right to speak to each amendment as it is presented.

All debate should be relevant and confined to the subject of debate. The subject of debate is always the question directly before the assembly, whether it be the main question or a subsidiary one. In case of an amendment the main motion may be involved in such a way as to render both debatable.

The right of debate does not cease until the assembly so orders, by the adoption of the previous question, a motion to close debate, or until the main question has been voted on. Even after the affirmative has been taken, a member may claim a right to debate, provided the noes have not been taken. If, however, there are several ways of taking the vote, first by sound of voice, then to confirm it by rising vote, or by yeas and nays, the decision of the first method precludes debate, even if the other methods be called for afterward; also, after one member has responded to a roll-call vote, the vote may not be interrupted by debate or motions of higher rank. (Note Reed's Rules, Secs. 215 to 223.)

Members should avoid personality in debate and should avoid calling members by their names. They should be referred to in an impersonal manner.

### RULE OF THE MAJORITY.

Unless by organic law, or by virtue of rules adopted by the assembly, the number required for an affirmative decision is increased above a majority, the majority rules. The general principle of decision is the natural one, that the majority shall govern. By unanimous

consent an assembly may do anything which it is competent to do, and that notwithstanding any rule or regulation, or any provision of parliamentary law, to the contrary. (Note Reed's Rules, Secs. 23 and 24.)

It is not legal to demand more than a majority of the organization to amend rules. A majority of the organization is the organization, and the organization, which is the majority, may not deprive itself of power to make its own rules. If it were legal to demand two-thirds to amend the rules, it would be legal to demand three-fourths or a unanimous vote. A charter or a constitution properly adopted would be an exception to this rule. (Note Reed's Rules, Sec. 52.) However, on any other question the society may demand a two-thirds vote, because the restriction may at any time be changed by a majority. The motions on which a two-thirds vote is usually required by special rule are the following:

1. Question of consideration. (Objection to consideration of a question.)
2. The previous question.
3. Extending, limiting, or closing debate.
4. Making a special order.
5. Taking up a question out of its regular order.
6. Suspending rules.

## SPECIAL MEETINGS.

It is incorrect to say that no business may be transacted at a special meeting except such as is provided for in the call for the meeting, unless this provision is made in the by-law under which special meetings are called. If the by-law merely provides for the method of calling special meetings, and does not stipulate that "at such meetings no business may be transacted except

such as is provided for in the call for the meeting," anything may be done which it is proper to do at a regular meeting. If wishing such a restriction on special meetings, it must be fixed by by-law.

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*Q.* What is a quorum?

*A.* The number which *must be present* to transact business.

*Q.* May any number be fixed as a quorum?

*A.* Yes, no matter what percentage of the assembly it may be, and it is well to fix it at a low figure, as every member may be present if he wishes.

*Q.* In a voluntary association, if the quorum is not fixed, what number may transact business?

*A.* Any number which chances to be present.

*Q.* May a board of directors fix its own quorum?

*A.* No, this must be done by the society. In case this is not done, a majority, no more and no less, constitutes the quorum.

*Q.* Must there be a voting quorum?

*A.* No, only a present quorum, and less than a quorum may adjourn from day to day, each time fixing time and place of next meeting by vote of those present until a quorum is secured.

*Q.* May a presiding officer vote?

*A.* Yes, if a member of the body. In case of a tie, he could not give the casting vote if he had already voted.

*Q.* What motions open the main question to vote?

*A.* To postpone indefinitely; to commit; to repeal or rescind, and to reconsider a debatable motion.

*Q.* Should debate be allowed when no motion is pending?

*A.* As a rule, *no*. It is merely a waste of time, and debate should be confined to the pending question.

*Q.* By what right may more than a majority vote be required on any question?

*A.* By special rule.

*Q.* May the power, legally, be taken from the majority to make or amend these rules?

*A.* No.

*Q.* May business be transacted at a special meeting if no notice of such business has been given in the call for the meeting?

*A.* Yes, any business which it is proper to transact at a regular meeting may be transacted at a special meeting, unless the by-law providing for the calling of special meetings stipulates that "no business may be transacted at special meetings except such as is provided for in the call for the meeting."

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